

SCW COMMON CORE

103 Administrative/Command and Control Fundamentals

103.1 Discuss the following as they apply to the administrative chain of command:

a. Secretary of the Navy (SECNAV)

Civilian in charge of the Department of the Navy.

Under the direction and control of the SECDEV.

Responsible for the policies and control of the Department of the Navy.

b. Chief of Naval Operations (CNO)

Senior military officer of the DON and outranks all other naval officers, unless another naval officer is serving as the chairman of the Joint Chiefs of Staff.

c. Fleet Commander in Chief (CINC)

Commanders of operational forces

-CINCPACFLT

-CINCLANTFLT

-CINCUSNAVEUR

-CINCEUR

d. Naval Construction Brigade (NCB)

2nd NCB

3rd NCB

Exercise administrative and operational control of assigned NCF units.

e. Naval Construction Regiment (NCR)

Exercise administrative and operational control of assigned NMCBs.

103.2 Discuss the role of the following:

a. Master Chief Petty Officer of the Navy (MCPON)

The Navy's senior enlisted member, assigned to the Chief of Naval Personnel for 3 years

Senior enlisted advisor to the CNO and Chief of Naval Personnel.

b. Fleet Master Chief

Function as principle enlisted advisor to unit commanders and commanding officers.

c. Force Master Chief

Function as principle enlisted advisor to unit commanders and commanding officers.

d. Command Master Chief (CMC)

Function as principle enlisted advisor to commanding officers.

103.3 Describe the duties and responsibilities of the following personnel:

a. Commanding Officer

Directly responsible for the preparedness and successful completion of all construction projects and disaster recovery operations assigned to the NCF unit by higher authority.

b. Executive Officer

The direct representative of, and principal assistant to, the Commanding Officer.

Executes the policies and instructions of the Commanding Officer.

He takes precedence over all other persons under the command of the Commanding Officer.

c. Command Master Chief

Not only provides the Commanding Officer with a senior enlisted assistant but, most important, provides a direct channel for communications between the enlisted personnel and the command on problems or questions that cannot be resolved through normal command channels.

d. S-1 Admin Officer

The battalion administrative and personnel Officer is the senior assistant to the XO for administrative details and personnel administration. It's normally divided into two sections.

- admin:
Reports, Directives, Mail, Classified Material, Clerical Pool, Legal and Officer Records.
- Personnel
Enlisted Service Records, Personnel Accounting and Check in/out.

e. S-2 Intel Officer

Maintains a library of contingency plans and maps.

Supporting plans for combat support and disaster recovery.

Operates the armory.

f. S-3 Operations Officer

Responsible to the CO to manage the construction and disaster preparedness programs.

He is granted direct supervisory authority over the utilization of the battalion's construction resources; personnel, equipment and materials.

g. S-4 Supply Officer

The head of the battalion Supply Department.

Responsibilities are to procure, receive, store, issue, ship, transfer and account for supply tines, equipage, repair parts and construction materials.

Operates the enlisted dining facility and disbursement and accounting for funds for battalion purchases and military pay are also functions of the S-4.

h. S-7 Training Officer

Responsible scheduling and monitoring technical and military training in the NMCB.

Schedules classrooms, ranges, and spaces for training.

Prepares homeport training plan.

i. Company Commander

Responsible for the administration of the company.

Responsible for:

- Morale and welfare of the men and women assigned to the company.
- Training and readiness of the company.
- Economical use of materials and funds.

- Safety.
- Recreation.
- Discipline of the men and women within the company.
- Directives, correspondence and reporting.

j. Platoon Commander

Usually a chief.

Responsible for the training, discipline, control, and tactical deployment of the platoon.

Responsible for the overall planning, scheduling, safety, quality controls, and project management of those projects assigned to the platoon by the Company commander.

k. Right Guide

Normally a PO1 who performs the administrative functions the platoon commander may direct.

Responsible for the supply and timely re-supply of the platoon in combat and often performs similar tasks on the job site.

l. Squad Leader

Generally a PO1 carries out the orders of the platoon commander and is responsible to him for discipline, appearance, training, control, and conduct of the squad at all times.

In combat, he has the important responsibilities of fire discipline, fire control, and maneuvering the squad.

m. Fire Team Leader

Generally a PO2 carries out the orders of the squad leader and is responsible for the effective employment of the fire team.

His primary responsibility is to control the fire team in combat.

In addition the fire team leader is responsible for the care and condition of the weapons and equipment of the fire team.

103.4 Discuss the mission of the following commands

a. Naval Mobile Construction Battalion (NMCB)

Primarily designed for construction and military support operations to build advance base facilities in support of the armed forces.

Functions include projects or repair and operations of facilities and lines of communications during emergencies or under conditions that demand immediate action.

b. Construction Battalion Unit (CBU)

Its mission is to be prepared to mobilize either as a contingency augment for active NMCB's or as Fleet Hospital public works support units.

Also included conducting individual military and technical skill training essential to maintain the required readiness posture; and to perform construction assignments or other such functions as may be directed to further that intent.

c. Construction Battalion Maintenance Unit (CBMU)

Operates, maintains, and repairs public works and utilities at an already established advance base or at a recently constructed base after the departure of the NMCB.

Maintains security against unfriendly acts and is capable of conducting its own defenses. The unit also provides limited construction support for the base, for civic action programs, and for self-help projects. The unit also participates in disaster recovery operations.

d. Amphibious Construction Battalion (PHIBCB)

Commissioned naval units whose main function is to provide military and amphibious construction support to the armed forces in military operations.

e. Underwater Construction Team (UCT)

Specially trained units that construct, maintain, and repair underwater facilities.

Each UCT is capable of performing underwater construction tasks and surveying the sea bottom to select the site for an underwater facility.

f. Civic Action Team (CAT)

A small, highly mobile, air transportable construction unit that can be tailored to accomplish a variety of construction tasks.

Team carry enough food, tool kits, and automotive and construction equipment to be self-sufficient in the field while performing their construction tasks.

g. Naval Construction Force Support Unit (NCFSU)

Provides logistical support for a Naval Construction Regiment and other supported Naval Construction Force units.

NCFSU equipment is maintained both in the active force and in the Reserve

h. Naval Construction Brigade (NCB)

The brigades (2nd/3rd) have been established as representatives of the Commander in Chief, U.S. Atlantic and Pacific Fleets to exercise command and administrative control over assigned NMCBs.

i. Naval Construction Regiment (NCR)

Under the direction of the brigades, the mission of the homeport NCR is to ensure maximum effectiveness of all units while at homeport.

The NCR assists the NMCBs in achieving the highest possible state of readiness to meet their disaster recovery, contingency, and wartime missions of military construction support of the armed forces.

103.5 Define operational and administrative control

OPCON is defined as the authority to assign tasks, to designate objectives, and to give any specific directions necessary to accomplish a mission. If requires a specific date for mission completion may be specified.

ADCON, is defined as the coordination of training, project selection, logistic support, movement of personnel and equipment, furnishing services, supplies, and materials for assigned units.

103.6 Discuss the purpose of Operational Plans (OPLANs), Operational Orders (OPORDs), and Warning Orders.

OPLAN is a detailed statement of a course of action to be followed to accomplish a future mission.

OPORD, may be oral, dictated, or in written form.

-The most important determining factor of the form and the method of issuing an OPORD is time available for its preparation and distribution.

Warning Order is to give advance notice that a unit is to be moved

If time permits, the order is usually issued about 90 days in advance of the departure date.

This time period allows subordinate units time to prepare for the move.

103.7 State the purpose and discuss the contents of the Enlisted Distribution Verification Report (EDVR)

It's a monthly statement of a commands enlisted personnel account.

It's distributed by the Enlisted Personnel Management Center (EPMAC).

This document lists all personnel assigned.

- Summary by distribution community of the present and future manning status of the activity.
- Common reference for communicating manning status between an activity and its Manning Control Authority (MCA)
- Statement of account for verification by the Personnel and Pay Services Unit Identification.
- Permanent historical record of an activity's enlisted personal account.

103.8 Explain the use of following:

a. Naval message

Written documents to pass or receive information to and from other units which requires an immediate response.

b. E-mail

Let's individuals and activities exchange information by computer.

You may use it for informal communication in place of telephone calls or to transmit formal correspondence within DOD

103.9 Explain what each of the following enlisted service record pages are and what entries are made on each

a. Page 2

Emergency Data

Multipurpose form for both officer and enlisted members.

Part I serves as an application of dependency allowances and is used to record military spouse data.

Part II provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin

b. Page 4

Enlisted Qualification History.

Consists of chronological history of your occupational and training related qualifications and your awards and commendations.

c. Page 13

Administrative remarks.

Serves as a chronological record of significant miscellaneous entries that are not provided for elsewhere in the service record.

Also used to provide more detailed information to clarify entries on other pages of the service record.

103.10 Discuss the purpose and general rules for the following types of counseling:

a. Personnel

Often things can be resolved by the members Chain of Command

But drugs/alcohol, behavioral disorders and psychological problems need to be referred.

b. Performance

Required for

- advancement in rate
- qualification for retention and reenlistment
- selection for responsible assignments
- selection for special training
- awards type of discharge received

Individual rights

- submit input
- make a statement

103.11 Explain the use of a Report and Disposition of Offense(s) (NAVPERS Form 1626/7)

Used to:

- Report offenses.
- Advises rights to accused
- Serves as preliminary inquiry
- Records XOI results
- Records CO's mast results

103.12 Discuss the purpose of the following:

a. Operation Report (OPREP)

Significant event likely to draw national attention

Will likely have impact on Navy Operations, and/or fatalities in the line of duty.

b. Situation Report (SITREP)

Used if local interest is expected and minimal impact to Navy Operations will result from the incident

Event not likely to draw national attention (auto accident)

c. Logistical Requirements (LOGREQ)

Reports are used by a command to report logistical requirements to higher headquarters.

Format for the report will be issued by the higher unit in the operation

d. Status of Resources and Training System (SORTS)

Is a unit reporting format utilized to summarize a unit's training and operation readiness to higher headquarters and the theater commanders. (CINC)

103.13 Explain the difference between a security clearance and access.

Clearance- Administrative action that individual can be trusted with classified materials

Access- No one has a right to have access to classified information solely because of rank, position, or security clearance. Access is based on persons need to know.

103.14 Discuss the Seabee Skills Assessment Program (SSAP).

Continuously updating a member's skill

- individual general skills
- individual rating skills
- military skills
- crew skills (construction skills)

103.15 Describe the command relationship between a Naval Construction Force unit and a Marine Air/Ground Task Force (MAGTF) unit.

The MAGTF is a combined arms force of varying size made up of Fleet Marine Force and Naval Elements, and includes infantry, artillery, armor, engineer, reconnaissance, aviation and logistics components

The four elements are as follows:

- Command Element (CE)
- Ground Combat Element (GCE)
- Aviation Combat Element (ACE)
- Combat Service Support Element (CSSE)

The seven primary MAGTF Engineer Assets are:

- Seabees.
- Engineer Support Battalion
- Combat Engineer Battalion
- Host nation support
- MWSG / MWSS
- Joint' combined
- Civilian contractor

103.16 Discuss your responsibilities and conduct required as a combatant under the Laws of Armed Conflict.

Combatants carry weapons and participate in military operations.

Noncombatants (civilians, medical, and chaplains) don't.

Do not attach enemy troops who are wounded, sick, or surrender.

Medical care to captures enemy troops.

Do not take personal property away from captured enemy troops.
Captives may perform work, but nothing that assists your war effort.
Use appropriate level of force, avoid protected property.
Don't alter weapons to cause more suffering, don't use poison weapons.